

PLAT COMMITTEE PROCEDURES FOR SUBDIVIDING  
5 OR LESS NEW LOTS, 1.5 ACRE MINIMUM PER LOT  
NOT INVOLVING ANY NEW ROADS

1. Contact Michael Parrish, Newton County Health Department, 285-2052, to discuss soil & septics.
2. Pick up a copy of the Subdivision Control Ordinance and get it to your surveyor, so that he/she may draw a plat based on the information given from steps 1 & 2 and the Ordinance.
3. Obtain the legal description of the property.
4. Obtain the names and addresses of the current property owners within 300' in every direction of the property lines. You will need to go to the Auditor's Office to get this information.
5. Contact this office when you have completed steps 1-5 so that we can set up a meeting date & time for approval & file the necessary paperwork. There is a \$100.00 filing fee due at the time of application.

The meetings are generally held the second Tuesday of every month.

## APPLICATION FOR APPROVAL OF A MINOR SUBDIVISION

Date Received \_\_\_\_\_

Hearing Date \_\_\_\_\_

Docket Number \_\_\_\_\_

Action \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Phone \_\_\_\_\_

I (we) Hereby apply to the Plat Committee of Newton County, Indiana, for approval of the following described subdivision plat in accordance with the Subdivision Control Ordinance. I (we) are the owner(s) or authorized agent(s) of the owner(s) of the real estate included in said subdivision. The proposed plat accompanies this application.

Name of Subdivision \_\_\_\_\_

General Location (attach legal description):

Area \_\_\_\_\_ Number of Lots \_\_\_\_\_

Name of registered engineer or surveyor preparing the subdivision plat \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

If the owner is not the applicant, the owner must sign the following statement:

I (we) (am, are) aware of this petition for subdivision of land, and I (we) hereby authorize the above-named applicant(s) to act as my (our) agent(s) for purposes of this application.

Signature of Owner \_\_\_\_\_